

R-E-S-T-R-I-C-T-E-D
SECURITY INFORMATION

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OFFICE OF TRAINING REGULATION NO. 5-3 (TR(G))

30 July 1952

SUBJECT: OFFICE OF TRAINING (GENERAL) HISTORY

1. POLICY

It shall be the policy of TR(G) to maintain on a current basis the history of the Office of Training (General) in order to provide:

- a. Information on activities, projects and programs undertaken by the Staffs and Divisions of TR(G).
- b. Information on the number of trainees in each of the training programs of TR(G).
- c. Basic information for the briefing of Training Liaison Officers.
- d. Basic information for the orientation of new personnel in TR(G).
- e. Basic information available to all Staffs and Divisions of TR(G) for accounting in retrospect and planning in prospect.

2. RESPONSIBILITIES

- a. The Plans and Policy Staff of TR(G) is responsible for maintaining a current history of TR(G).
- b. Staff and Division Chiefs of TR(G) will, every week, furnish the Plans and Policy Staff with a copy of their Weekly Status Report for inclusion in the TR(G) history file.
- c. Staff and Division Chiefs of TR(G) will make available to the Plans and Policy Staff such other information as would be useful to include in the TR(G) history file.
- d. The Registrar will furnish the Plans and Policy Staff with monthly reports on the number of new trainees who have been entered in each of the training programs of TR(G) during the month.

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MATTHEW BAIRD
Director of Training

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REGISTRAR

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